

# *Social Work FVJ*

## **Commonly Asked Questions**

### **for RENEWAL and INITIAL LICENSURE**

(We will continually add questions to this list in hopes that it will help you find answers to your questions without having to search the Rules and Regulations.)

## **INITIAL LICENSURE**

**QUESTION:** The Rules and Regulations are pretty wordy. Is there an easier way to search them?

**ANSWER:** Yes it is! Did you know that with any PDF, you can hit CTRL F and that function will allow you to search a document using a key word such as requirements for licensure? Go ahead and try it! You can find the Rules and Regulations under BOARD INFORMATION.

**QUESTION:** I took the ASWB Exam in March and did not pass. I know I must wait 90 days before I can retest. Do I need anything from the board to re-register for the exam after my 90 days are up?

**ANSWER:** No. As long as you are within your approval year to take the exam, the only thing you need to do is go back to ASWB website and register to pay for the exam. Also, the ASWB system may not allow you to register before your 90 days are over.

**QUESTION:** How can I find out when my ASWB approval will expire?

**ANSWER:** The absolute best way is to go to ASWB website and verify the exact date in their system.

**QUESTION:** Can I combine fees into one payment?

**ANSWER:** Yes! Please do.

**QUESTION:** I sent in the fingerprint card request and \$50 fee a month ago and still have not received the card. I have an extra fingerprint card that I had completed two months ago for employment. Can I send that card in?

**ANSWER:** Yes. The mail has been unpredictable and slow. You can mail the card in, just make sure you have also completed the descriptive sections including your social security card, date of birth, and place of birth as these spots are often overlooked.

If for any reason you cannot find that card, you can also go to your local law enforcement office and use one of theirs.

## **RENEWAL**

**QUESTION:** I am a LMSW. This is the first time I am renewing my license at the LMSW level. I was previously a LSW. Do I have to submit CE hours for my initial renewal as a LMSW?

**ANSWER:** Yes. If you are upgrading from one level to the other, although it is your first renewal at your new level, you are still required to renew with hours. No submission of CE hours are for first time ever renewals.

**QUESTION:** Can I submit copies of my certificates instead of the CE Report?

**ANSWER:** No. If you are mailing your renewal in, you must submit the CE Report. Please do not submit copies of your certificates unless you are being audited.

**QUESTION:** Do I have to get the renewal form notarized?

**ANSWER:** Yes.

**QUESTION:** How do carryover hours work?

**ANSWER:** Carryover hours are now referred to as Unused Hours. Here is an example of using unused hours: If you renew April 2022, your renewal window is May 1, 2020 to April 30, 2022; HOWEVER, you will be allowed to use any unused hours from May 1, 2019 to April 30, 2020. This window is called UNUSED HOURS. If you renew September 2022, your renewal window is October 1, 2020 to September 30, 2022; HOWEVER, you will be allowed to use any unused hours from October 1, 2019 to September 30, 2020. **Please note two things:** Ethics, Cultural Diversity, Mandated Reporting, and Clinical Supervision (for LCSW Supervisors) must be obtained within each renewal period, you cannot carry it forward; and staff does not keep up with unused hours. It is the responsibility of the licensee to keep up with all, including unused hours.

**QUESTION:** Can I attend courses offered by ASWB?

**ANSWER:** Any courses approved by NASW, ASWB, CSWE, or any related Social Work Board will be accepted. More details are outlined in the Rules and Regulations.